

County of Los Angeles

DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 • Fax (562) 908-0459



PHILIP L. BROWNING  
Director

SHERYL L. SPILLER  
Chief Deputy



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June 2, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

# 14 JUNE 2, 2009

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO APPROVE SIX-MONTH EXTENSION OF THE SIX  
GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) ORIENTATION, RAPID  
EMPLOYMENT AND PROMOTION AND JOB SKILLS PREPARATION CLASS  
SERVICES CONTRACTS AND ONE GROW PROGRAM SUPPORT SERVICES  
CONTRACT  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) continues to require the services of six contractors to provide Orientation, Rapid Employment and Promotion and Job Skills Preparation Class services to the County's General Relief Opportunities for Work (GROW) Program participants. These services assist participants in obtaining employment. DPSS recommends that the County extend these contracts for six months to provide sufficient time to perform a competitive solicitation. In addition, DPSS continues to require the services of Los Angeles County Office of Education (LACOE) to provide GROW Program Support services and the Department recommends that the contract also be extended.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of DPSS to prepare and execute contract amendments, in substantially similar form as the attached (Attachment I), with the six current GROW Orientation, Rapid Employment and Promotion and Job Skills Preparation Class services (GROW Job Services) contractors for the locations and amounts indicated on Attachment II. The amendments extend the terms of the contracts for a period of six months effective July 1, 2009 through December 31, 2009 at an estimated cost of \$3,422,058 including \$90,000 in maximum possible bonuses. This estimated cost will be partially offset by federal funds allocated for the Food Stamp Employment and Training (FSET) program.

2. Delegate authority to the Director of DPSS to prepare and execute a contract amendment, in substantially similar form as Attachment III, with LACOE for GROW Program Support services. The amendment will extend the term of the contract for a period of six months effective July 1, 2009 through December 31, 2009 at an estimated cost of \$1,162,199. This estimated cost will be partially offset by federal funds allocated for the FSET program.

Funding for the amendments is included in the Fiscal Year (FY) 2009-10 Proposed Budget.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPSS to continue to provide vital job services to the County's GROW Program participants to help them obtain jobs and achieve self-sufficiency. Additionally, it will allow LACOE to continue vital GROW Program Support services, which include technical and training support to the GROW Job Services contractors, as well as specialized job club classes to GROW participants.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #2: Children, Family and Adult Well-Being, Strategy 1: Client-Center Integrated Services: Develop and implement client-centered approaches through integrated services and best practices.

### **FISCAL IMPACT/FINANCING**

The total cost of the extension for the six GROW Job Services contracts for the six-month period is \$3,422,058, which includes a \$15,000 maximum bonus amount per agency where applicable. The total cost of extending the GROW Program Support services contract for the six-month period is \$1,162,199. The costs of extending both contracts are partially offset by federal funds allocated for the FSET Program. DPSS estimates that the six-month extension costs will be offset by FSET revenue and the remaining funded with net County cost. Net County cost is estimated at \$2,475,496.

Funding for both contract extensions is included in the Department's FY 2008-09 adopted budget and in the 2009-10 Proposed Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The current contracts for these services expire on June 30, 2009. Due to the State budget crisis, the Department was not able to complete a Request for Proposals process to have new contracts in place by July 1, 2009. The recommended contract amendments will extend the current contracts for the same monthly fees. The contracts with LACOE and Los Angeles Unified School District (LAUSD) include provisions to adjust payments based on actual expenses incurred.

The amendments will also make adjustments of GROW site assignments for two of the current contractors, LAUSD and Chicana Service Action Center (CSAC). Due to budgetary constraints, the Metro King GROW site, currently serviced by CSAC, will be closed effective July 1, 2009 and the GROW participant caseload for that site will be transferred to the Metro Special site which is served by LAUSD. LAUSD's contract will be increased by \$63,048 to handle the increased caseload. LAUSD informed the Department that they can no longer provide services for San Gabriel Valley and Pomona. To ensure continuity of services to participants, the provision of services at these two sites will be assigned to CSAC. The net increase in contract payment to CSAC is \$125,400.

The contract amendments have been approved as to form by County Counsel.

## **CONTRACTING PROCESS**

The six GROW Job Services contracts were awarded in 2006 as a result of a Request for Proposals process. The uncertainty of the State's budget delayed the Department's ability to complete a competitive solicitation process before the contracts expire on June 30, 2009.

The GROW Program Support services contract was negotiated as a contract with a public education institution, as permitted by CDSS regulations Section 23-650.1.12. As the Program Support services contract complements and supports the GROW Job Services contractors, the Department recommends that it be extended for the same six-month period.

## **CONTRACT PERFORMANCE**

The monitoring of the six GROW Job Services contracts is performed on a quarterly basis. Based on monitoring results for the period of October 1, 2008 through December 31, 2008, overall, the contractors are in compliance with the contract requirements. The monitoring of the GROW Program Support services contract is performed on a semi-annual basis. Based on results for the period of July 1, 2008 through December 31, 2008, overall, LACOE is in compliance with the contract requirements.

The expected performance outcome for these seven contracts is to prepare Los Angeles County GROW participants to seek and obtain full-time unsubsidized employment. The unemployment rate in the County has increased dramatically since these contracts were awarded in 2006 when placement rates were established. As a result, the competition for available jobs has also increased. Some GROW sites are experiencing difficulty in meeting the full-time job placement goals.

### **IMPACT ON CURRENT SERVICES**

The recommended action will permit the uninterrupted provision of job services to GROW participants. The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

### **CONCLUSION**

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the Department of Public Social Services.

Respectfully submitted,



Philip L. Browning  
Director

Attachments (3)

PLB:EK:mg

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER ONE  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES AND  
CONTRACTOR TO PROVIDE  
GENERAL RELIEF OPPORTUNITIES FOR WORK ORIENTATION, RAPID EMPLOYMENT  
AND PROMOTION AND JOB SKILLS PREPARATION CLASS SERVICES**

Reference is made to the Agreement entitled "General Relief Opportunities for Work Orientation, Rapid Employment and Promotion and Job Skills Preparation Class Services contract by and between \_\_\_\_\_ and the County of Los Angeles Department of Public Social Services" dated June 29, 2006, and further identified as County Contract Number CMD \_\_\_\_ (hereinafter referred to as "Contract").

This Amendment shall be effective as of July 1, 2009 or upon execution by the Director, Department of Public Social Services, whichever is later.

WHEREAS, Section 17000.6(f) of the Welfare and Institutions Code permits counties to continue the General Relief Mandate relief grant level if they provide a mandatory Welfare-to-Work program equivalent to that provided to CalWORKs recipients; and

WHEREAS, this Contract is further authorized by California Government Code Section 26227 and 31000, Welfare and Institutions Code, Section 11320 et. Seq.; and

WHEREAS, CONTRACTOR desires to provide the General Relief Opportunities for Work (GROW) Program and is qualified by reason of experience, preparation, organization, staffing, and facilities to provide the required GROW services.

THEREFORE, COUNTY and CONTRACTOR hereby agree to amend this Contract as follows:

**I. Part 4.0 TERM OF CONTRACT is revised to add **Section 4.3** as follows:**

Section 4.3 This Contract is extended for an additional six-month period commencing July 1, 2009 through December 31, 2009.

**II. Part 5.0 CONTRACT PAYMENT, Section 5.1, MAXIMUM CONTRACT AMOUNT, Subsection 5.1.1, is revised to add the following paragraph:**

For the period of **July 1, 2009 through December 31, 2009**, the maximum contract amount is \$\_\_\_\_\_ which covers \$\_\_\_\_\_ for direct GROW services and \$15,000 for the maximum possible bonus.

All other terms and conditions in the Contract remain in full force and in effect.

The parties hereto have caused this Amendment Number One to be executed by their authorized officers.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

\_\_\_\_\_  
Date

**CONTRACTOR**

By \_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

ROBERT KALUNIAN  
**ACTING COUNTY COUNSEL**

By \_\_\_\_\_  
David R. Beaudet  
Deputy County Counsel

\_\_\_\_\_  
Date

**RECOMMENDED GROW ORIENTATION, RAPID EMPLOYMENT AND PROMOTION  
AND JOB SKILLS PREPARATION CLASS SERVICES CONTRACT EXTENSION  
AMOUNTS FOR PERIOD OF JULY 1, 2009 THROUGH DECEMBER 31, 2009**

| <b>Agency</b>                             | <b>DPSS GROW Sites</b>                              | <b>Total six-month<br/>extension cost</b> | <b>Total Bonus<br/>Provision<br/>Allowance</b> |
|---|---|---|--|
| Chicana Service<br>Action Center          | Metro East<br>San Gabriel Valley<br>Pomona          | \$467,748                                 | \$15,000                                       |
| Jewish Vocational<br>Service              | Lancaster<br>Rancho Park                            | \$355,632                                 | \$15,000                                       |
| Los Angeles County<br>Office of Education | South Special<br>South Central<br>Southwest Special | \$1,343,946                               | \$15,000                                       |
| Los Angeles Unified<br>School District    | Glendale<br>Metro Special<br>Pasadena<br>Sun Valley | \$765,582                                 | \$15,000                                       |
| Managed Career<br>Solutions, Inc.         | Wilshire Special                                    | \$138,138                                 | \$15,000                                       |
| Weingart Center<br>Association            | Civic Center  | \$261,012                                 | \$15,000                                       |
| <b>TOTAL</b>                              |   | <b>\$3,332,058</b>                        | <b>\$90,000</b>                                |

**AMENDMENT NUMBER TWO  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES AND  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
TO PROVIDE  
GENERAL RELIEF OPPORTUNITIES FOR WORK PROGRAM SUPPORT SERVICES**

Reference is made to the Agreement entitled "General Relief Opportunities for Work Program Support Services contract by and between Los Angeles County Office of Education and The County of Los Angeles Department of Public Social Services" dated June 29, 2006, and Amendment One, dated October 3, 2007, further identified as County Contract Number CMD 003-06 (hereinafter referred to as "Contract").

This Amendment shall be effective as of July 1, 2009 or upon execution by the Director, Department of Public Social Services, whichever is later.

THEREFORE, COUNTY and CONTRACTOR hereby agree to amend this Contract to extend its provisions for an additional six-month period from July 1, 2009 through December 31, 2009 to provide GROW Program Support Services as follows:

- I. **Part 4.0 TERM OF CONTRACT** is revised to add **Section 4.3** as follows:

**Section 4.3 This Contract is extended for an additional six-month period commencing July 1, 2009 through December 31, 2009.**

- II. **Part 5.0 CONTRACT PAYMENT, Section 5.1, Maximum Contract Amount** is revised to read as follows:

The maximum contract amount is **\$8,028,183 for the forty-two (42) month term** of this Contract. The maximum amounts for the following periods shall be as follows:

|  |                      |
|--|----------------------|
| 12-month period July 1, 2006 – June 30, 2007     | - \$2,253,251        |
| 12-month period July 1, 2007 – June 30, 2008     | - \$2,288,335        |
| 12-month period July 1, 2008 – June 30, 2009     | - \$2,324,398        |
| <b>6-month period July 1 – December 31, 2009</b> | <b>- \$1,162,199</b> |

- III. **Part 5.0 CONTRACT PAYMENT, Section 5.3, Basic Compensation, subsection 5.3.1,** is revised to add the following period:

- **6-month period July 1, 2009 – December 31, 2009 - \$1,162,199**

All other terms and conditions in the Contract remain in full force and in effect.



The parties hereto have caused this Amendment Number One to be executed by their authorized officers.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

\_\_\_\_\_  
Date

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**APPROVED AS TO FORM:**

ROBERT KALUNIAN  
**ACTING COUNTY COUNSEL**

By \_\_\_\_\_  
David R. Beaudet  
Deputy County Counsel

\_\_\_\_\_  
Date